

RIGHT-OF-WAY MANAGEMENT COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To independently plan, organize, and perform a variety of professional real estate work including complex residential, commercial and industrial property acquisitions and management whether by purchase, dedication, lease or legal process, review and analyze property appraisals; negotiate acceptable terms and compensation with property owners; and, manage the relocations process of occupants displaced by public projects. Prepares all City Council documentation to support the above.

Supervision Received and Exercised:

Receives general supervision from the Principal Civil Engineer or higher-level management staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Negotiate complex right-of-way and real estate transactions, including acquisition of commercial, industrial and residential properties; draft and analyze real estate documents, including purchase and sale agreements, escrow documents and title curative documents;
- Direct, oversee and participate in the development of the land right-of-way work plan; schedule, research and prioritize City real property right-of-way projects; monitor work flow; monitor surveyors and real estate consultants working on city projects;
- Prepare legal descriptions as needed, calculate assessments and maintain identification records in improvement and special assessment districts;
- Request and negotiate consultant proposals to provide supplemental land acquisition and right-of-way services; monitor contract performance per contract agreements of consultants selected;

Effective August 1996
Revised January 2001
Revised November 2001 (range adj due to market)
Revised, name change June 2002
Revised Apr 2004 (effective. 2/03) range adj & duties
Revised Nov 2005 (title change, responsibility update, experience guideline changes)
Revised Aug. 2006 (title change)
Revised Oct. 2010 (title & duty change, cert. required)

CITY OF TEMPE

Right-of-Way Management Coordinator (continued)

- Meet with City officials, department representatives, property owners and their agencies to conduct needs assessments, discuss and resolve problems of rightof-way, mapping, surveying or other property requirements for municipal installations and problems related thereto;
- Advise owners of project purpose and scope, impact to their property and their rights under Federal law, State law, City ordinances, and policies and procedures; and, interpret and explain engineering plans/drawings using nontechnical language to property owners;
- Administer the procedures required for the acquisition of property by eminent domain and have an understanding of the condemnation process, to include recommending condemnation action when property negotiations have reached an impasse. Work closely with City legal staff to prepare pleadings/filings for eminent domain hearing(s) in court;
- Negotiate and manage the terms and conditions of consultant contracts (fee structure and scope of services) and all other professional services related to contract development with private consultants; review and analyze appraisal reports and environmental site assessment reports of consultants;
- Work with project managers and engineers to resolve owner issues regarding property impacts (such as site solutions) due to the City's project;
- Manage the Improvement District process and the procedural mechanisms required to form the District and complete the process through City Council;
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; represent the City at regional project coordination meetings; attend City Council meetings for special project coordination or public hearings; provide testimony in court hearings and legal proceedings as necessary;
- Manage and administer the annual billing process for encroachment permits (environmental monitoring wells, telecommunication lines, etc.); and, review and appraise lease fees and revenue structure as necessary.

Minimum Qualifications:

Experience:

Four years of experience in local government work involving right of way and property acquisition, escrow or title work, real estate and eminent domain laws, real

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Right-of-Way Management Coordinator (continued)

property appraisal review, including experience with relocation assistance utilizing Federal Guidelines, municipal codes, zoning, CIP projects, records review, and/or real estate development, including residential, commercial, and industrial properties.

Education:

The equivalent of a Bachelor's degree from an accredited college or university. Course work in Land Management, Business Administration, Real Estate, Appraisal, Civil Engineering, or a degree related to the core functions of the position.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Possession of, or ability to obtain within three years, a Senior Right of Way Agent (SRWA) Certification from the International Right of Way Association (IRWA).

Examples of Physical and/or Mental Activities:

Operate city vehicles;

- Work in a stationary position for considerable periods of time;
- Attend meetings
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;

Competencies:

(Pending)

Job Code: 313

FLSA: Exempt / Classified